

**REGULAR MEETING OF THE ADMINISTRATIVE BOARD  
OF  
NIAGARA COUNTY SEWER DISTRICT #1**

Held on the 31st day of August 2016 at the Water Pollution Control Center

PRESENT: Commissioner Robert B. Cliffe, Chairman  
Commissioner Wright H. Ellis, Vice-Chairman  
Commissioner Steve Broderick  
Commissioner Mark C. Crocker  
Commissioner Joel M. Maerten  
Commissioner Lee Wallace

EXCUSED:

ALSO PRESENT: Thomas W. Blodgett, Administrative Director, NCSD #1  
Suzanne-Marie C. Fulle, NCSD #1  
Joanne M. Teixeira, NCSD #1  
John T. Timkey, Chief Operator, NCSD #1  
Anthony J. Nemi, Liaison, Niagara County Legislature  
P. Andrew Vona, Attorney for District  
Robert P. Lannon, GHD Consulting Services  
Teresa Misiti, GHD Consulting Services

Chairman Cliffe called the meeting to order at 4:00 p.m.

Roll call was taken by Suzanne-Marie C. Fulle.

Upon motion duly made by Lee Wallace and seconded by Wright H. Ellis, it was resolved that the minutes of the July 27, 2016 meeting be approved as presented. This motion was carried.

Upon motion duly made by Wright H. Ellis and seconded by Steve Broderick, it was resolved that the following vouchers be paid from their respective accounts:

**FORWARDED**

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Bytronics	Digging Notifications	23.40
Dig Safely	Digging Notifications	67.50
Frontier	Mapleton Rd PS	116.24
National Fuel	Plant	56.61
National Fuel	Shawnee Road PS	21.58
National Fuel	Townline Road PS	18.93
National Grid	East Canal PS	1,105.16

National Grid	Mapleton Rd	250.70
National Grid	Moyer Lift	89.07
National Grid	Plant	6,764.99
National Grid	Shawnee Road PS	308.77
National Grid	Tonawanda Creek Rd PS	322.44
National Grid	Townline Road	696.16
National Grid	2044 Niagara Falls Blvd (meter)	21.69
National Grid	2059 Niagara Falls Blvd (meter)	21.02
Niagara County Public Works	Elec Supply - Ton Creek Road (April 2016)	260.74
Niagara County Public Works	Elec Supply - Mapleton PS (May 2016)	82.41
Niagara County Public Works	Elec Supply - East Canal PS (May 2016)	690.98
Niagara County Public Works	Elec Supply - Moyer Lift (May 2016)	21.99
Niagara County Public Works	Elec Supply - Shawnee Rd (May 2016)	57.15
Niagara County Public Works	Elec Supply - Townline Rd (May 2016)	338.59
Niagara County Public Works	Elec Supply - Plant (May 2016)	8,734.55
NYSEG	Rapids Rd PS	355.28
QLT	Tonawanda Creek Rd PS	13.35
Time Warner	Internet	757.74
Verizon	East Canal	25.23
Verizon	Moyer Lift PS	25.19
Verizon	Plant	133.52
Verizon	Rapids Rd PS	25.24
Verizon	Shawnee Road PS	24.84
Verizon	Tonawanda Creek Rd PS	29.59
Verizon	Townline Rd PS	25.19
Verizon Wireless	Cellular Phones & I pad data	115.91
WNY Occupational Medicine	New hire physical & drug screen	97.00

TOTAL

\$ 21,698.75

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Absolute Standards, Inc.	Laboratory Supplies	645.00
Alfa Laval	Repairs & Maintenance of Centrifuge Controls	6,720.00
Alpha Analytic, Inc.	Lab Analysis	1,110.60
AmeriPride	Carpet Floor Protection	89.50
Bison Laboratories, Inc.	Sodium Hypochlorite	2,989.54
Blodgett, Thomas	Travel Mileage	15.66
Buffalo Lift Trucks	Preventative Maintenance - Fork Lift	166.28
Earsing, Aaron	2016 Clothing Allowance	400.00
Environmental Resource Associates	Laboratory Supplies	334.34
Evoqua	Lab Grade Water	381.18
Fisher Scientific	Laboratory Supplies	2,645.20
GHD	July Monthly Retainer	750.00

GHD	2016 O&M Projects (Project #11119361)	1,327.64
GHD	Misc. Project Assistance - Scada Support (Project #630191)	5,250.45
GHD	Interceptor Sewer System Hydraulic Model Dev. (Project #11119601)	20,955.00
Greater Niagara Newspapers	Liquid Polymer Bid Ad	117.40
Gui's Lumber	Maintenance Supplies	27.99
Hayner, Steve	Treatment of 11 Ash Trees	1,770.00
JP Industrial Supply	Maintenance Supplies	1,325.50
Kemira	Ferrous Chloride	2,977.39
Knaebe, Egon	2016 Clothing Allowance	400.00
McMaster-Carr	Maintenance Supplies	55.83
Modern Corporation	Dumpsters	175.27
Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building	160.00
Napa Auto Parts	Pump Filter, Oil	138.52
North Central Laboratories	Laboratory Supplies	336.96
NSI Lab Solutions	Laboratory Supplies	1,945.50
Praxair	Maintenance Supplies	105.75
Republic Services	Sludge Disposal	18,962.03
Republic Services	Recycling Service	39.10
Rexel	Maintenance Supplies	852.32
S&S Tree Service	Removal & grind stumps of 3 Ash trees on York Street	1,250.00
Safety Kleen	Parts, Washer Service	228.91
Sampson Cleaning Services	July 30, August 6, 14, 21, 28	350.00
Sherwin Williams	Paint Supplies	513.53
Southworth Milton (Milton Cat)	Townline Rd PS Radiator Replacement, replace engine thermostats, fan belts & block heater hoses, Labor/Parts for repair of CDVR voltage regulator for plant generator, Repair Emerg. Generator/Plant & Townline Rd/Mapleton Rd	10,895.11
Staples	Office Supplies	374.12
Superior Lubricants	Oil	950.72
Teixeira, Charles	2016 Clothing Allowance	400.00
Thomas Scientific	Laboratory Supplies	155.70
Town of Cambria	2016 I/I Reimbursement	20,000.00
Uline	Maintenance Supplies	61.84
Vona, P. Andrew	Monthly Retainer-July 2016	2,500.00
WW Grainger	Maintenance Supplies, dehumidifier, portable air conditioner, stepladder, wall mount fan, sump pump	3,308.00
Zep Sales & Service	Hand Sanitizer, garbage bags	183.44

TOTAL

\$ 114,341.32

<b>TOTAL FORWARDED</b>	<b>\$ 21,698.75</b>
<b>TOTAL APPROVED O&amp;M</b>	<b>114,341.32</b>
<b>GRAND TOTAL APPROVED</b>	<b>\$ 136,040.07</b>

This motion was carried.

Review of the July 2016 Financial Report showed an Operation and Maintenance balance of \$8,174,828.15.

Upon motion duly made by Lee Wallace and seconded by Wright H. Ellis, it was resolved that the Sewer District's July 2016 Financial Report be approved as presented. This motion was carried.

**Communications:**

a. Town of Pendleton Connection Request - Mr. Blodgett presented a letter to the Board dated August 8, 2016 from the Town of Pendleton requesting permission to construct one 10-inch diameter core-drilled connection (for an 8-inch diameter pipe) to Niagara County Sewer District Manhole No. 3-26. The new connection will provide service for an existing single story building to replace an existing service associated with a failing septic system. The Niagara County Sewer District manhole is located within the public Right-of-way directly in front of house no. 6332 Transit Road. Mr. Blodgett requested Board approval for the Town of Pendleton's request to construct one 10-inch diameter core-drilled connection (for an 8-inch diameter pipe) to Niagara County Sewer District Manhole No. 3-26 as detailed in the Town of Pendleton's letter dated August 8, 2016, contingent on the Administrative Directors approval of the technical requirements associated with said connection.

Upon motion duly made by Wright H. Ellis and seconded by Joel Maerten, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request for approval for the Town of Pendleton to construct one 10-inch diameter core-drilled connection (for an 8-inch diameter pipe) to Niagara County Sewer District Manhole No. 3-26 as detailed in the Town of Pendleton's letter dated August 8, 2016, contingent upon the Administrative Directors approval of the technical requirements associated with said connection. This motion was carried.

**Old Business:**

There is nothing new to report under old business this month.

**Chief Operator's Report:**

a. Quotes for 250HP Aeration Blower Soft Start - Mr. Timkey reported that one of the 250 HP Aeration Blower Soft Starts at the Plant is no longer functioning and needs to be replaced. Mr. Timkey presented 3 quotes to the Board, with the lowest bid being from CIR Electric with a total cost of \$5,700.00 for labor and materials. Mr. Timkey requested Board approval for the replacement of one of the 250 HP Aeration Blower Soft Starts to the lowest bidder, CIR Electric in the total amount of \$5,700.00 for labor and materials.

Upon motion duly made by Lee Wallace and seconded by Joel Maerten, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Timkey's request to replace one of the 250 HP Aeration Blower Soft Starts to the lowest bidder, CIR Electric in the total amount of \$5,700.00 for labor and materials. This motion was carried.

b. Replacement Parts and Field Service for Westfalia Centrifuge - Mr. Timkey reported that the Westfalia back up centrifuge is currently not operational and is in need of new primary and secondary gearbox assemblies. Mr. Timkey requested Board approval for the OEM Replacement Parts and Field Service (Westfalia) for the District's backup Centrifuge as follows: Primary Gear replacement for the cost of \$32,960.01; Secondary Gear replacement for the cost of \$16,971.06; labor, travel, expense and (additional parts) expenses to replace both of the gears at \$8,512.96, for a total cost of \$58,444.03.

Upon motion duly made by Wright H. Ellis and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Timkey's request for the OEM Replacement Parts and Field Service (Westfalia) for the District's backup Centrifuge as follows: Primary Gear replacement in the cost of \$32,960.01; Secondary Gear replacement in the cost of \$16,971.06; labor, travel, expense and (additional parts) expenses to replace both of the gears at \$8,512.96, for a total cost of \$58,444.03. This motion was carried.

c. Aeration Tank Gate Actuators Project - Mr. Timkey reported that the Plant's Aeration tank influent gates control the flow through the plant to each of the four Aeration tanks in either contact-stabilization mode or conventional mode. He stated that under the majority of flow conditions the Plant receives, conventional mode is the better mode for Plant operations and Permit compliance (and this is confirmed through the Plant Biowin modeling recently completed by GHD). The problem with operating in the optimum conventional mode is during wet weather. The switch to contact-stabilization mode during wet weather requires operators to manually change positioning of eight gates, which is a lengthy exercise in very poor weather conditions. Due to this, during months where wet weather is anticipated, the plant is run in the less optimal mode. Mr. Timkey requested Board approval to have GHD prepare a proposal for engineering services to add electric actuators for the District's eight aeration tank influent gates, which will ultimately be controlled by the District's SCADA system.

Upon motion duly made by Wright H. Ellis and seconded by Lee Wallace it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Timkey's request to have GHD prepare a proposal for engineering services to add electric actuators for the District's eight aeration tank influent gates, which will ultimately be controlled by the District's SCADA system. This motion was carried.

**Administrative Directors Report:**

a. 2017 Budget Schedule - Mr. Blodgett reported that the District's 2017 Budget is due to be submitted to the Niagara County Budget office no later than September 9, 2016. Mr. Blodgett stated that the proposed budget utilizes fund balance to hold tax revenues constant. Mr. Blodgett stated that the District has also completed paying back \$202,500 to the emergency repair fund which was used for repairs at the Mapleton Road Pump Station. Mr. Blodgett requested Board authorization to submit the District's 2017 Budget no later than September 9, 2016 to the Niagara County Budget office with an increase not to exceed 0.54%.

Upon motion duly made by Wright H. Ellis and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request for Board authorization to submit the District's 2017 Budget on September 9, 2016 to the Niagara County Budget office with an increase not to exceed 0.54%. This motion was carried.

b. Liquid Polymer Bid - Mr. Blodgett reported that last month's first liquid polymer bid had been rejected due to errors and inconsistencies in the bids. He stated that after discussions with the District's Attorney, Andy Vona, and Bob Lannon of GHD, the specifications for the bid were revised and clarified, and that the new bid date is scheduled for Wednesday, September 21, 2016. Mr. Blodgett stated that he should have numbers for the new liquid polymer bid to consider for the September Board meeting.

c. Union Negotiations Update - Mr. Blodgett reported that there has been no movement in the negotiations process since he last updated the Board. Mr. Blodgett stated that he would continue to keep the Board updated on progress as the negotiations develop.

d. Sewer Use Law Revision - Mr. Blodgett reported that when the EPA completed their most recent five year inspection of the Districts Pretreatment Program, they sent a letter requesting a revision to a paragraph in Section 5 in our current Sewer Use Law which was adopted by the Niagara County Legislature in 1994 (Local Law No. 1 of 1994). Mr. Blodgett stated that the District sent them a letter in reply stating the information they were requesting to be changed was already stated in detail in Section 9 of the current Sewer Use Law. He said that the EPA still requested the District make the change to Section 5. Mr. Blodgett stated that this would be changing a local law and would require a Public Hearing. Mr. Vona stated he would check with Claude Joerg, the Niagara County Attorney on the specifics for the public hearing in order to change the one paragraph in our Sewer Use Law. Mr. Blodgett requested Board approval to work with the District's attorney, Mr. Vona, and to authorize a public hearing to change one paragraph in Section 5 of the District's current Sewer Use Law.

Upon motion duly made by Mark C. Crocker and seconded by Wright H. Ellis, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's

request to work with the District's attorney, Mr. Vona, and to authorize a public hearing to change one paragraph in Section 5 of the District's current Sewer Use Law. This motion was carried.

**Engineering Report:**

1. General Retainer (GHD Project No. 630191)
    - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services.
    - BOARD ACTION REQUESTED – None
  2. CIP Phase 1 Map and Plan and Financial Analysis (GHD Project No. 11110253)
    - Project underway.
    - BOARD ACTION REQUESTED – None
  3. 2016 O&M Projects (GHD Project No. 11119361)
    - Contracts have been executed. Precon meeting scheduled for Sept 2<sup>nd</sup>.
    - BOARD ACTION REQUESTED – None
  4. Interceptor Sewer System Hydraulic Model Development Project (GHD Project No. 11119601)
    - Model database being built. Project underway.
    - BOARD ACTION REQUESTED – None
  5. 2016 District I&I Project (GHD Project No. 631143)
    - Contracts have been executed. Precon meeting scheduled for Sept 2<sup>nd</sup>.
    - BOARD ACTION REQUESTED – None
  6. New Automation Controllers and SCADA System Project (GHD Project No. 11124698)
    - Proposal for Professional Engineering Services
    - **BOARD ACTION REQUESTED – Discuss/consider authorization for proposal**
- Mr. Lannon presented to the Board a proposal for the District's SCADA System Upgrades as presented in their letter dated August 31, 2016. GHD has developed new communications architecture for the plant-wide SCADA upgrade based upon 2016 technology, hardware, and software methods. The Plant SCADA System Network Architecture/Diagram has been modified and was included with the letter to the Board. The intent of this project is to develop equipment functional and performance specifications for the procurement of the new system automation hardware and software licensing. At this time, the

hardware replacement is to consist of PLC processors (some complete with racks and I/O cards), SCADA computers and Ethernet switches (including the main fiber optic hub). Mr. Lannon stated that the project is extremely detailed and entails an approximate 9-month overall implementation schedule. Mr. Lannon stated that the GHD proposal includes engineering services, automation hardware, and software licensing for an estimated not-to-exceed fee of \$382,200. Mr. Lannon explained that a separate (relatively small) electrical contract would be required that is estimated to be \$62,500. Mr. Lannon requested Board approval for GHD's proposal for the District's New Automation Controllers and SCADA System proposal for the total not-to-exceed fee of \$382,200, and a total project cost which is estimated at \$444,700 as per the table in GHD'S letter dated August 31, 2016.

Upon motion duly made by Wright H. Ellis seconded by Steve Broderick it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Lannon's request for Board approval for GHD's proposal for the District's New Automation Controllers and SCADA System proposal for the total not-to-exceed fee of \$382,200, and a total project cost which is estimated at \$444,700 as per the table in GHD'S letter dated August 31, 2016. This motion was carried.

**Attorney's Report:**

There is nothing new to report this month.

**New Business:**

1. Town of Wheatfield I/I - Mr. Cliffe requested Board approval for the Town of Wheatfield to be reimbursed up to \$20,000 towards their 2016 projects which include: relining of Moyer Road Pump Station wet well; the relining of Plaza Drive sanitary sewer manhole which is where the Jagow Road Pump station discharges, and associated engineering fees to complete the project scope of work.

Upon motion duly made by Lee Wallace and seconded by Joel Maerten, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Cliffe's request for the Town of Wheatfield be reimbursed up to \$20,000 towards their 2016 projects which include: relining of Moyer Road Pump Station wet well; the relining of Plaza Drive sanitary sewer manhole which

is where the Jagow Road Pump station discharges and associated engineering fees to complete the project scope of work. This motion was carried.

**Adjournment:**

Upon motion duly made by Joel Maerten and seconded by Wright H. Ellis the meeting adjourned at 4:40 p.m.